



Please use a plus sign (+) inside this box → ☐

PTO/SB/21 (6-98)
Approved for use through 09/30/2000. OMB 0651-0031
Patent and Trademark Office: U.S. DEPARTMENT OF COMMERCE

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

TRANSMITTAL FORM <i>(to be used for all correspondence after initial filing)</i>	Application Number	09/829,072	
	Filing Date	4/9/2001	
	First Named Inventor	John Lawrence Clift	
	Group Art Unit	2161	
	Examiner Name	TBA	
Total Number of Pages in This Submission	4	Attorney Docket Number	CLIFT-2 (temp.)

ENCLOSURES (check all that apply)		
<input type="checkbox"/> Fee Transmittal Form <input type="checkbox"/> Fee Attached <input type="checkbox"/> Amendment / Response <input type="checkbox"/> After Final <input type="checkbox"/> Affidavits/declaration(s) <input type="checkbox"/> Extension of Time Request <input type="checkbox"/> Express Abandonment Request <input type="checkbox"/> Information Disclosure Statement <input type="checkbox"/> Certified Copy of Priority Document(s) <input checked="" type="checkbox"/> Response to Missing Parts/ Incomplete Application <input type="checkbox"/> Response to Missing Parts under 37 CFR 1.52 or 1.53	<input type="checkbox"/> Assignment Papers (for an Application) <input type="checkbox"/> Drawing(s) <input type="checkbox"/> Licensing-related Papers <input type="checkbox"/> Petition Routing Slip (PTO/SB/69) and Accompanying Petition <input type="checkbox"/> Petition to Convert to a Provisional Application <input type="checkbox"/> Power of Attorney, Revocation Change of Correspondence Address <input type="checkbox"/> Terminal Disclaimer <input type="checkbox"/> Small Entity Statement <input type="checkbox"/> Request for Refund	<input type="checkbox"/> After Allowance Communication to Group <input type="checkbox"/> Appeal Communication to Board of Appeals and Interferences <input type="checkbox"/> Appeal Communication to Group (Appeal Notice, Brief, Reply Brief) <input type="checkbox"/> Proprietary Information <input type="checkbox"/> Status Letter <input checked="" type="checkbox"/> Additional Enclosure(s) (please identify below): Copy of Notice to File Missing Parts of NonProvisional Application; Declaration and Power of Attorney; return receipt postcard.
Remarks		

SIGNATURE OF APPLICANT, ATTORNEY, OR AGENT	
Firm or Individual name	Harry K. Ahn
Signature	
Date	July 31, 2001

CERTIFICATE OF MAILING			
I hereby certify that this correspondence is being deposited with the United States Postal Service as first class mail in an envelope addressed to: Assistant Commissioner for Patents, Washington, D.C. 20231 on this date: 7/31/2001			
Typed or printed name	Harry K. Ahn		
Signature		Date	July 31, 2001

Burden Hour Statement: This form is estimated to take 0.2 hours to complete. Time will vary depending upon the needs of the individual case. Any comments on the amount of time you are required to complete this form should be sent to the Chief Information Officer, Patent and Trademark Office, Washington, DC 20231. DO NOT SEND FEES OR COMPLETED FORMS TO THIS ADDRESS. SEND TO: Assistant Commissioner for Patents, Washington, DC 20231.



UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS
UNITED STATES PATENT AND TRADEMARK OFFICE
WASHINGTON, D.C. 20231
www.uspto.gov

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/829,072	04/09/2001	John Lawrence Clift	CLIFT-TEMP2

26453
BAKER & MCKENZIE
805 THIRD AVENUE
NEW YORK, NY 10022

CONFIRMATION NO. 7425

FORMALITIES LETTER



OC00000006145441

Date Mailed: 06/04/2001

NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.
- The balance due by applicant is \$ 65.

A copy of this notice MUST be returned with the reply.

Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

08/06/2001 HJUNG1 00000012 020393 09829072

01 FC:205

65. CH



CLIFT-2 (temp.)

IN THE UNITED PATENT AND TRADEMARK OFFICE

Applicant: John Lawrence Clift

Application No.: 09/829,072

U.S. Filing Date: April 9, 2001

Title: SYSTEM AND METHOD FOR IMPROVING PRODUCTIVITY OF
INDIVIDUAL PERSONS

Group Art Unit: 2161 Examiner: Not Yet Assigned

Assistant Commissioner for Patents
Washington, D.C. 20231
Box Missing Parts

RESPONSE TO NOTICE TO FILE MISSING PARTS

Sir:

This responds to the Notice to File Missing Parts of NonProvisional Application dated June 4, 2001, a copy of which is enclosed.

Enclosed please find a Declaration executed by the inventor for the above-identified application. This should correct the informalities and overcome the objections raised.

The Patent Office is hereby authorized to charge the surcharge fee of \$65.00 (small entity) and any other fee that may be required to Deposit Account No. 02-0393.

Respectfully,

Harry K. Ahn
Reg. No. 40,243
Baker & McKenzie
805 Third Avenue
New York, New York 10022
Telephone (212) 751-5700
Facsimile (212) 759-9133

I hereby certify that this correspondence is being deposited with the United States Postal Service as first class mail in an envelope addressed to: Assistant Commissioner for Patents, Washington, D.C. 20231, Box Missing Parts.

Harry K. Ahn (Reg. No. 40,243)

July 31, 2001
Date